

Gorkhaland Territorial Administration
Office of the Deputy Director of Sericulture
Darjeeling
Edward Building Ground Floor Lewis Jubilee
Darjeeling – 734101
Phone No. 0354-2257040, E-Mail : dghcseri@gmail.com

GOVERNMENT TENDER NOTICE

Tender Notice No. 3

Date

Sealed Tender in plain paper is hereby invited by the undersigned from the bonafide supplier for supply of office STATIONERY ARTICLES / COMPUTER ACCESSORIES to the office of the undersigned for the year 2023~24.

The Tender will be received by Registered / Speed Post only. It will not be accepted by hand or otherwise.

Rate should be quoted for each item per piece / packet / bottle / number etc. including delivery charges up to the office of the undersigned.

Material found inferior quality will not be accepted and for which no compensation would be made.

Last date of receiving the Tender is **30.05.2023 upto 2:00 p.m.** and will be opened on the same day in presence of Tenderer or their authorized representatives if any.

Acceptance of lowest rate is not obligatory. Tender will be valid for 01 (ONE) year from the date of acceptance of the supplier. The decision of the committee will be final.

Security money from any Nationalized Bank amounting ₹ 2000.00 (Rupees Two Thousand) only in the form of Bank draft / Banker Cheque drawn in favour of “ Deputy Director of Sericulture, Darjeeling” along with PAN CARD / GST REGISTRATION CERTIFICATE must be accompanied with Tender. The undersigned reserves the right to accept or reject the Tender without assigning any reason what so ever.

The envelope must be superscribed “ TENDER FOR STATIONERY ARTICLES/COMPUTER ACCESSORIES 2023-24”.

List of articles and their specification are attached in Annexure – A and may be obtained from the office of the undersigned during office hour.

Memo No 106(7)/C-II.

Date : 17/05/2023

Copy for information :-

1. The Commissioner of Textiles & Sericulture, Govt. of West Bengal Kolkata - 13.
2. The Joint Director, North Zone, Siliguri.
3. The Post Master, Darjeeling Head Post Office.
4. The District Information & Cultural Officer, Darjeeling.
5. The Office Website (www.seriwb.gov.org)
6. Office Notice Board / Office Copy.

17/5/23
Deputy Director
Sericulture Darjeeling
Deputy Director of Sericulture
Darjeeling.

SL. NO.	NAME OF STATIONERY ARTICLES & COMPUTER ACCESSORIES	RATE
1	Alpin T-Push	
2	Gems Clips Small / Large	
3	Carbon Paper Typing Pencil	
4	Cello Tape Big / Medium / Small	
5	Cash Book	
6	Stock / Stationery Register	
7	Register	
8	Typing Ribbon (Black)	
9	A-4 Paper (Power)	
10	Legal Paper	
11	Lever Arc File	
12	Calculator (Medium)	
13	Dot Pen (Max Writer)	
14	Re-Fill (Max Writer)	
15	F.C. Paper	
16	Four Folder File	
17	File Cover with Board	
18	File Tag ((Large)	
19	Glue Stick (Big/Small)	
20	Marker Pen	
21	Receive/Dak Dispatch Register	
22	Pencil Wooden	
23	Paper Cutting Knife	
24	Scale Plastic (Big/Small)	
25	Stamp Pad (Big/Medium)	
26	Stamp Pad Ink 60 ml	
27	Envelope Brown (Big/Medium/Small)	
28	Stapler Machine (Big/Small)	
29	Stapler Pin (Big/Small)	
30	Cloth Envelope 16" x 12"	
31	Pin Cushion	
32	Correction Pen	
33	Note Pad	
34	Thumb Pin	
35	Tag File	
36	Scissor (Large/Medium)	
37	Laser Printer Tonner	
38	22C HP cartridge	
39	12A Laser Tonner FT	
40	Laser Jet M1136 MFP Cartidge	
41	Mother Board	
42	Pen Drive [8,16 & 32 GB]	
43	UPS Battery	
44	RAM DDR-III/IV, 4 & 8 GB	
45	SMPS	
46	Hard Disc - 1 TB	
47	Processor	
48	Key Board	
49	Mouse	
50	SSD - 256/480 GB	
51	Issue Register No 30	

Deputy Director
Sericulture Daringeeling